

**2011 TGEI Steering Committee
AGENDA for February 1st, 2011
James K Polk Building 15th Floor Conference Room
Conference Call Number 615-741-2032**

Members Present

Lamont Price, Chair
Kandi Thomas, Past Chair
Tony Mathews, Vice Chair
Debra Bloomingburg, Treasurer
Penny Austin
Alan Schwendimann

Members Absent

Sandra Gray
Jerry Lester
Barbara Wall
Doug Stephens
Thomas Robinson

Members Present Via Conference Line

Sharmila Patel
Melissa McDonald
Jesse Neely

Guests Present

Donna Jewell

Agenda	
Topic	Notes
Review and Approve December 2010 Minutes	Minutes were approved as modified and submitted by Lamont Price. Kandi moved approval with Lamont seconding the approval. No objections were raised.
Need a secretary Or volunteer for each meeting for minute taker.	
Treasurer's Report	No changes have occurred to account and update on giving to St. Jude. Debra stated that the Association had \$498.38 in a share account and \$337.40 in a checking account at the credit union. Funds totaling \$635 were raised from the Holiday Breakfast (see below) and an equal amount was donated to St. Jude.
Holiday Breakfast Planning	The 2010 Holiday Breakfast was canceled due to

	<p>the threat of inclement weather. As result, Gene Naifeh suggested we donate the registration fees to St.Judes and petition EI members donate more if they would like.</p>
TGEI By-laws	<p>We have finalized the by-laws and need to send a note to EI alumni to inform them of the change.</p> <p>The associated did approve the changes to the by-laws (December 14, 2010 version). Lamont stated that these changes made the by-laws more practical and better defines the relationship with the Department of Human Resources. Donna will draft an email and send to Lamont for approval to send out to members. Alan suggested that a red-line version go out to the members to see how things changed. Jesse said that Derek probably had this type of thing or an executive summary that would fit this purpose. Lamont will get with Derek to see if this is the case.</p>
TGI Leadership Meeting	<p>February 4th at 10 a.m. in the Polk Building, first floor, conference room one. We will discuss 2011 planning and the future direction of EI and MI.</p> <p>Lamont explained that this is a meeting of the Chairs and Vice Chairs of TGEI and TGMI, the Department of Human Resources, and UT staff. The big push this year is to develop a cohesive plan of TGMI/TGEI/LeadTN, its purpose and its goals to present to the new administration.</p>
Alumni Directory Update:	<p>Donna is continuing to work on additional names for the Directory. She attended the TGEI 2010 Class Week 1 and collected information for Directory.</p> <p>Still in process: No change on getting DOHR to put Directory on website. Lamont and Donna will continue working on that goal.</p> <p>Tony expressed frustration at the lack of a directory and lack of communication within the association, stating that he did not receive a ballot for the officer election.</p> <p>Donna stated that this has been a difficult task and</p>

	<p>has been trying to update it as possible.</p> <p>Lamont explained some of the obstacles in getting the information on the website. No one on the steering committee can actually update the website – it must be done by DOHR IS staff.</p> <p>Tony and Alan suggested that they might know some IT people from other departments who could help out if allowed to.</p> <p>Melissa suggested that we should have a generic email address (something like TGEI@tn.gov) and have that on the website so people could have a hotlink to email members of the committee. Different members could take turns having proxy to the account to take care of any concerns that need to be addressed.</p> <p>Lamont will bring this up to DOHR at the next meeting.</p>
<p>Status of documentation of any of our processes. (Events such as the Community Service events, golf tournament, conference planning, steering committee nomination and election process, and Holiday Breakfast planning)</p>	<p>Kandi has been trying to develop timelines and notes of procedures as events have occurred. Now that she is no longer serving as the chair, she should be able to tie up those documents to share with the committee.</p>
<p>Ideas for the Year:</p> <ul style="list-style-type: none"> - Community Services Projects - Share TGMI outreach efforts to local schools and possible TGEI partnership - State Parks Update from Lamont - Jesse Update on Golf Event 	<p>Jesse had to postpone the Golf Event. His thought was to have the Golf Event in late April or early May. He also mentioned that he had received comments from other alumni that this time frame would be better.</p> <p>Jesse will be meeting with his sub-committee later on this month to firm up dates. He suggested April 29, May 6 and May 13. It was mentioned that April 29th is the day before the Music City Marathon, May 6th is right before TGMI's Week One and May 13th is during TGMI's Week One. Tony suggested May 20th as an alternative and also stated that the final date needs to be disseminated to alumni no later than March to allow those interested to turn in leave requests or block out that time for meetings.</p>

	<p>Lamont asked if Jesse could have a firm date by February 24th. Jesse agreed to this.</p> <p>Community Service events: Lamont explained TGMI's going to the schools to discuss working for the government. He also asked about any charities that the committee was interested in helping. Sharmila mentioned that she is active with the Shriners' Children's Hospital work for children with burn injuries or orthopedic issues. She mentioned that they have annual paper sales.</p> <p>Lamont reminded us that we have to be careful in email wording for solicitation of donations. We should always run this information through Danielle Barnes or another attorney on the Steering Committee.</p>
Issues on keeping the website current with pictures and updates on events.	See below about obtaining possession of class photos after graduation from Dr. Tom
<p>Other Business</p> <p>Social opportunities.</p>	<p>TGET Class Photos taken and maintained by UT. I would like to propose that our Alumni group take possession of these photo displays. It might be neat to have an alumni reunion sometime and display the photos. Proposal last year at Holiday Breakfast by George. Are you all ok if he gives them to me for the Alumni Network to retain?</p>
Future Agenda Topics:	<p>Our 2011 schedule:</p> <p>TGMI</p> <p>Deadline for participant nominations: March 4</p> <p>Orientation: March 15, TBI HQ</p> <p>Week 1: May 8-13, Knoxville</p> <p>Week 2: June 6-10, MBSP</p>

TGEI

Deadline for participant nominations: July 1

Orientation: TBD

Week 1: August 21-26, Knoxville

Week 2: October 3-7, Knoxville

Lamont stated that we need to appoint representatives to talk to the 2011 class and explain the Steering Committee, its function and responsibilities. It needs to be more than a brief blurb and go into more detail than has happened in the past.

Future Meeting Dates:

March 10, 2011

April 14, 2011

Tony suggested that Lamont send out appointments in GroupWise instead of emails to allow the committee members to fully utilize the calendar function.